



Administrative Assistant

The Tett Centre For Creativity and Learning is seeking a part-time administrative assistant in Kingston's beautiful, waterfront arts centre.

The candidate chosen for this position will work directly under the supervision of Nadine Baker, Facility Manager of the TCCL, providing administrative and facility rental support for the TCCL's main office in an arts and culture focused environment.

Responsibilities include:

- Liaising with the resident tenant organizations of the Tett (www.tettcentre.org)
- Engaging with tourists, local and visiting artists, rental clients, and community members
- Providing administrative support for internal and external correspondence
- Organizing, maintaining, coordinating and filing of records, invoices, and correspondence for rentals
- Assisting in the preparation and presentation of reports
- Performing other duties as required or directed

Qualifications & Requirements:

- 3-5 years of administrative experience in an office setting
- Able to work independently and as a team player
- Excellent written and oral communication skills
- Ability to have a flexible schedule based on deadlines and office needs
- Organized, good problem solver with attention to detail
- Loves working with people in a dynamic and creative public environment
- Customer service experience
- Strong knowledge of Word, Excel, and Adobe
- Experience with not-for-profit organizations an asset

\$15.00 - \$18.00 per hour

Approx. 15 hours/week

Interested applicants can email their resumes to Nadine Baker at facilitymanager@tettcentre.org before 5:00pm on August 28th, 2018